

SECRET

OXC 2366
Copy 16 of 16
9 October 1961

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MEMORANDUM FOR:

	<input type="checkbox"/>	Administrative Staff
	<input type="checkbox"/>	Communications Staff
	<input type="checkbox"/>	Cover Branch
	<input type="checkbox"/>	Development Branch
	<input type="checkbox"/>	Intelligence Staff
	<input type="checkbox"/>	Materiel Staff
	<input type="checkbox"/>	Special Projects Branch
	<input type="checkbox"/>	Personnel Branch
	<input type="checkbox"/>	Security Branch
	<input type="checkbox"/>	Weather Staff

SUBJECT: OXCART Planning Meeting for 16 Oct 61 Regarding Commander's Notebook

REFERENCE: Memorandum to Planning Group from C/SPB dated 26 September 61 subject: Planning Meeting of 26 September 61 (OXC 2295)

1. The referenced memorandum assigned responsibilities to all addressees and established a planning schedule with firm target dates which must be met in the accomplishment of assigned tasks. The next key target date is 16 October 1961. The following must be accomplished by each addressee prior to this time:

a. Read the Planning Group papers mounted on clip boards in the Control Center daily and take the necessary action to resolve conflicting views between interrelated areas of responsibility.

b. Update the planning papers on the clip boards so that they will reflect the current status of each Branch/Staff input

2. You are requested to attend a Planning Group meeting at 1400 hours Monday, 16 October 1961, in the Control Center for the purpose of finalizing the Commander's Notebook and Briefing. Each Branch/Staff will:

a. Submit their final draft for the Commander's Notebook in typewritten form.

b. Submit their finalized data for all Charts/Graphs/Schedules, etc.

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cc: AC/DPD
Asst.Ch./DPD
DPD/EO
DPD/C/DB
DPD/C/CC

Chief, Special Projects Branch, DPD 138

DESTROYED
BY ORDER OF
[]
2012
9 Feb 82

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